

HOW TO SET UP A SKYPE CONFERENCE/MEETING CALL

1. Send individual contact requests (add to contacts) to each person
2. When they have accepted these requests, click on the Contacts menu in skype
3. In the Contacts menu, click on Create new group
4. Then drag each name from your Contact list (left side of the skype window) to the top of the right-hand side (their photos & names should appear there)
5. Then click on Save group in Contacts (button to the top and right of where the photos & names are)
6. Give the group a name
7. The group name should now appear at the bottom of your Contact list
8. Click on the group to start the call